

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

WATER CONSERVATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties involved in the implementation of the City of Tempe's water conservation programs; and to coordinate activities related to water conservation including plumbing and landscape rebates, distribution of retrofit kits, enforcement of ordinances and implementation of xeriscape classes, school programs and other related programs.

Supervision Received and Exercised:

Receives general supervision from the Water Resources Administrator or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist in the planning and implementation of water conservation programs for City facilities; participate in the planning and implementation of multifamily residential water conservation program; assist in the implementation of the Industrial Conservation Program.
- Communicate the goals and objectives of the Water Conservation Program to the public and City staff; assist in the development, production and distribution of program publicity materials; participate in fairs, open houses and exhibits.
- Monitor and enforce Water Conservation Ordinances; review landscape and construction plans to ensure consistency and compliance with Federal, State and local regulations; review plumbing and landscape rebate applications.
- Assist customers with water review and water management issues; distribute water conservation literature.

CITY OF TEMPE

Water Conservation Coordinator (continued)

- Organize and schedule xeriscape classes; assist with the public viewing of the Xeriscape Demonstration Garden.
- Coordinate the distribution of plumbing retrofit kits; organize and schedule class presentations for Kindergarten through sixth grades; make presentations on water conservation to civic groups.
- Maintain water use data and statistics; provide information and reports as required.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in water use and water conservation programs, including production of public awareness educational materials.

Training:

Equivalent to completion of an Associate of Arts degree with major course work in water conservation, earth sciences, natural resources, or related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 0394

Salary Range: 31

Compensation Plan: P40/Regular

FLSA: Exempt